

CIA INTERNAL USE ONLY

14 May 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Report on Savings

1. This memorandum is for information only.
2. Your attention is invited to a savings to the Agency in guard costs which the Office of Security has recently been able to put into effect.
3. As a result of continuous management monitoring of the guard force by the Office of Security, we have been able to convert three GSA guard sergeants from reimbursable to non-reimbursable cost status and at the same time not reduce the guard coverage. The savings in the salaries of these guards, about \$17,000 per year, commenced in April 1959 when the conversion of their status took place.

SIGNED

Sheffield Edwards  
Director of Security

cc: Comptroller

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